

Meeting Minutes
Case-Halstead Library Board of Trustees
July 2, 2012

Board Members Present: Barb Guebert-President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Wendy Folen-Secretary, Sharon Berdeaux, Frank Buckingham, Brad Hoffman, Kim Stamps, David Laws-City Council Representative, Christi Gerrish-Library Director

Guests Present: Mayor Jan Fauke, Scout Leader Phyllis Bango, Boy Scout Robert Absher, and Contractor Jerry Nolte (arrived at 7:15pm)

Barb called the meeting to order at 7:05 p.m. and the Pledge of Allegiance was recited.

Standing Committee Reports:

Building and Grounds: The floor was given to Robert, the Boy Scout, who presented drawings to scale of the book shelves and window seat for the young adult area. He presented a new bar stool that would fit the proposed table. The window seat would be painted and the bookshelves stained with a color to be determined by the building committee. It was decided to use metal shelves from the library to house the movie collection on the wall opposite the custom book shelves. Costs were discussed and it was found that the project will exceed the \$2000 donated amount by at least \$1500.

Robert did not have any ideas at this point for fundraising and his scout leader said they would explore some, including approaching the different businesses in town. It was suggested that the upcoming book sale in Sept. could be managed by Robert with proceeds to benefit the young adult area.

The board thanked Mr. Nolte, Phyllis, and Robert for their time and they left at 7:30 pm. We told Robert and his leader we would be in touch after reviewing all the new information and requested copies of the drawings and proposed costs be left with the front desk on the way out.

Budget Committee: Nothing to report at this time.

Long Range Planning Committee: Nothing to report at this time.

Personnel Committee: Nothing to report at this time.

Meeting Minutes: The minutes from June 4, 2012 were reviewed and Christi pointed out that under the technology committee report, the Norton antivirus software should have been reported at \$7 per computer per year and not \$7 per month. A motion was made by Jane to accept the minutes from the June 4, 2012 Board Meeting with this one correction. Kim seconded and all were in favor. Motion carried.

Treasurer's Report: Jane did not have a treasurer's report to review and will have two next month.

Bills and Statistics: Christi reviewed the income and expenditures for June 2012 in detail. The income section did not show this total, but Christi reported to date, \$2197 has been received from donations for the summer reading program.

Under expenditures, all appeared in order. Items highlighted by Christi included Line Item 5490 Other Professional Services which included the addition of the new phone that can handle the library's rollover line.

Line Item 8800 Books & Other Materials for \$2954.52 was because June is a big month for preorders. Christi said in 1 week, the new barcodes will be on the new materials.

Line Item 8900 Other Improvements included the \$788.50 May bill from Brinsbacher & Grifithe for legal issues. Christi said \$35 should have been included under Line Item 9290 Misc. for a touch up to a portrait of Eckstein Case.

Darren made the motion to accept the bills and Sharon seconded. All were in favor and the motion carried.

Director's Report: Christi has been pleased with the attendance at the summer festival events. She compared our attendance per size of community with O'Fallon's and found them comparable. She reported that the after-hour movies for the teens have been popular. She said they were averaging 10-15 kids, enough to eat 3 free pizzas provided by Pizza Hut. She said the last Friday however, they had 25 kids and will adjust the number of pizzas. She expressed gratitude to Wiegmann Ford for allowing the use of their popcorn machine.

Kim asked about the adult programs and if they would continue in the fall. Christi said they have not been as well attended, possibly because they were all craft-related, but wants to see a continuation of adult activities and programs. She has spoken with Ellen Leaf-Moore of Fezziwig's Marketplace in Lebanon about a tea program for the fall.

Dave Laws had to leave at 7:50 pm, but not before he was thanked for his service on the library board. (He resigned from the city council after accepting a position on the county board and will no longer be the library's city council representative.) Unfortunately he did not get to enjoy cake Christi bought as a thank you for him.

OCLC Contract: OCLC is a nonprofit, membership, computer library service and research organization dedicated to the public purposes of furthering access to the world's information and reducing information costs. More than 72,000 libraries around the world participate. The Case Halstead library is now connected and the cost is \$487 per fiscal year, \$500 was budgeted.

Grant Update: Christi reported the decisions about the libraries who will be receiving grants has been made, but no information will be provided until the approval letters have been sent out by the end of this week.

Volunteer for Community Service: Christi said there is a woman from the Belleville area who is required by law to do 50 hours of community service. She wishes to volunteer at the Case Halstead Library to fulfill her legal obligation. The board agreed that as long as she completes a background check and Christi can use her assistance that would be fine. Christi will contact the police department for advice on how to proceed.

Website update: "Any day now" is what Christi reported.

AED: Automated External Defibrillator, Nothing new to report. Brad was filled in on the previous meeting's discussion regarding the various types Christi had researched and her findings on grants available. Mayor Fauke said it was true that all departments were provided with an AED, so the library board still wonders where the library's AED is.

Other Reports:

City Council Liaison: Mayor Fauke had nothing to report except to say that she hopes to have another council member appointed to serve on the library board by next month. She will come to the meetings until that is a reality.

Old Business:

75th Anniversary: Sharon had nothing new to report.

Officers and Directors Liability: Barb had nothing new to report.

Case Bedroom Set: Barb drafted a letter for the museum board and read it. The main point was to explain our understanding of the ownership

OMA Training: One board member still needs to complete training as outlined for the Open Meetings Act.

Parks Line in Budget: Mayor Fauke explained that the Park's Dept. accumulates many hours of time working on items outside of normal 'park duties' to help other departments and to save the city money, as many of them are minimum wage. She used the painting of the library as an example. She said therefore, their salary amount is overinflated in comparison to other departments and wants accountability up front. That is the reason for asking the library and other departments to include an amount in their budgets for services provided by the Parks Dept.

New Business:

Nominating Committee Reports: Frank, Darren and Brad met and decided that if everyone was agreeable, to keep the same people in their current roles as officers on the board. Everyone was in agreement so Sharon made the motion to accept the current officers for the next fiscal year and Frank seconded the motion. The official oath will take place next meeting.

Rotary Grant: Through a grant made available by the Rotary Club, e-readers are being awarded to the Case Halstead Library. The announcement will be made at the district level meeting on July 28. Barb suggested that the next scheduled local meeting for the Rotary Club of Carlyle, that Christi, who is a member, arrange a press release and invite members of the board.

At 8:05 pm, Brad made the motion that we enter a closed session to discuss legal matters in relation to the Maddux Trust. Darren seconded the motion and a closed session was entered. Present was Barb Guebert, Darren Tracy, Jane Bullock, Wendy Folen, Sharon Berdeaux, Frank Buckingham, Brad Hoffman, Kim Stamps, Christi Gerrish, Mayor Jan Fauke

At 9:35 pm, the library board came out of closed session with a motion by Sharon and a second by Jane. Mayor Jan Fauke left at this time.

There was no public comment. The meeting officially adjourned at 9:39 pm. The next meeting will take place on Monday, August 6, 2012 at 7pm.

Respectfully Submitted,

Wendy Folen, Secretary

CASE-HALSTEAD LIBRARY BOARD
SPECIAL MEETING
JULY 17, 2012--7PM

The special meeting was called to order at 7 PM by President Barbara Guebert. Also present: Jane Bullock, Kim Stamps, Darren Tracy, Frank Buckingham, Sharon Berdeaux, and Director Christi Gerrish. Absent: Wendy Folen, Brad Hoffman. There is a quorum.

The Pledge of Allegiance was recited.

In the absence of Secretary Wendy Folen, Sharon Berdeaux was asked to take minutes.

The first order of business was the Young Adult section remodeling project. Kim Stamps felt the Eagle Scout Robert Absher should be notified that since our State Library Construction Grant has been announced, he should not do any soliciting of funds to complete his Eagle project. She also felt the project should be scaled back to the limit of the anonymous \$2000 donation received for a Young Adult section. There was discussion of what elements should be retained in the planned project. It was generally felt that we need to include elements that can be moved to the new library and waste no resources on this. Christie asked that a window seat be installed in preference to the shelving painting earlier discussed. The discussion was tabled.

Next on the Agenda was the 2012-2013 Budget Amendment requested by City Hall. Christi announced that all departments are required to cut their budgets by 10%. Our budget cut could most easily come from New Materials line item. The new figure will be \$28,000 instead of \$31,000. Christi said the cuts will come of "special interest" items, not mainstream material.

Barb stated that education on e-books is needed. After a discussion of the amended budget, the Board consensus was that it would be agreeable to us.

The June bill from attorneys Binsbacher and Griffith was \$1740.00. Sharon made the motion to pay this bill. Darren seconded the motion. It was approved.

There being no other business, Jan^o moved and Frank seconded the motion to go into closed session at 7:20PM.

Following the closed session, Barb opened the meeting at 8PM. She asks for input from the Board on our visions of the new Library design, the exterior and art. Part of the Library grant is \$8500 for art to be placed at, in, or around the Library. She suggested we plan a meeting with architect Arcturis soon. There was discussion of the looks of buildings in the community, changes in the footprint and facade from the 2005 plans. Frank commented that what is needed in Carlyle is a good meeting room. There was general discussion of ideas on this.

Page 2 minutes Special Meeting, July 17, 2012

Kim brought up the Eagle Scout project again and recommended that we go ahead with the limit of \$2000.00. Frank moved to allow the Building Committee and Christi to work on a plan for the Young Adult Eagle Scout project, emphasizing the re-usability of any components used in the space. Kim seconded the motion which passed.

The special meeting was adjourned at 8:46 PM.

Respectfully submitted,

Sharon Berdeaux,

Case Halstead Building Committee Meeting
Thursday July 28, 2012

Present: Wendy Folen, Darren Tracy, Kim Stamps, Christi Gerrish, Barb Guebert

Special Guest: Scout Leader Phyllis Bango

Meeting at 6:30 pm as posted with City Hall. Meeting location was the reference area at the Case Halstead Library which will be changed to be the new young adult area.

Phyllis Bango took the floor first and answered questions regarding the project Robert Absher is undertaking to earn his eagle scout award. Specifically, the committee wanted to know exactly what Robert needed to do to earn his eagle award. He has spent a lot of time planning the new young adult space and now that the library may be receiving a grant to construct a new library, the committee wishes to scale back his design. But we committed to Robert and wish to follow through.

Phyllis told the committee it was mostly about showing leadership, which we all agree he has done. She said there is not a requirement on the number of hours and that we have until June of next year for him to complete the project. She said we just need to give Robert instructions on what we want in the space now that we may be receiving a grant and a new library.

Phyllis left at 6:45pm and the meeting continued. The committee decided on the following:

1. The project will not exceed \$2000 and we do not want Robert to solicit donations.
2. We appreciate the work Mr. Jerry Nolte did with measuring the space, meeting with the committee and providing a bid for a custom window seat and bookcases, but we will not be ordering these items. We will send him a thank you and an explanation. We feel the money would not be wisely spent with custom built items for a library that may not transfer.
3. We would like to follow Robert's suggestions and order 2 tables and stools and possibly two slipper or other fun style "teen" reading chairs. The building committee will take care of ordering from Home Fashions.
4. We would like Robert's assistance in finding a price on having the library's existing metal shelves sprayed a color. An idea was the school industrial shop or the building trades.
5. We would like Robert's leadership in getting some art for the new area that could transfer to the new space. We are thinking a larger canvas for over the fireplace or over the reading area, and approximately 6 to 8 pieces of art, all about 18" square to go over the metal book shelves. Our thinking was the larger canvas could be done by Mr. Linton and the smaller ones by art students, but we want to rely on Robert's help in this area.
6. We would like Robert's help in organizing help to move the genealogy area and set up the young adult area. Board members can be available to help also if he can come up with a schedule. He will probably need to work directly with Christi on this area.
7. We won't be painting because of budget, but we would like to take down the current curtains and patch the walls.